

Licking County Board of Developmental Disabilities
Continuity of Operations Plan (COOP)
As of June 2, 2021

The E.S. Weiant Center is open during normal business hours. (8 a.m. to 4:30 p.m. Monday-Friday). On-call service coordinators can continue to be reached after hours by calling 211, to assist with emergencies.

Face coverings not needed for members of the public

On June 2, Ohio's public health orders will be lifted. Members of the public will no longer be required to wear a face covering in the building. If they would like to continue to wear a face covering, they certainly can do so and disposable masks will be available in the lobby.

Visits

- Starting June 2, LCBDD will provide people we support options for how they would like to meet.
- If a person would like to use Zoom or phone conferencing to meet, LCBDD will accommodate that request.
- If a person would like to meet in person, LCBDD will accommodate that request.
- Masks can be worn at the request of the person we support or their family. LCBDD staff members may also choose to wear a mask, based on their personal preference.
- Along with masks, LCBDD staff members will continue to be provided with sanitizing items, cleaning supplies and disposable styluses as needed.
- A hybrid format may be used for some visits — meaning some participants will attend in person and some will attend by phone or Zoom.
- If anyone in the family is experiencing any COVID-like symptoms leading up to the visit, we ask that they contact LCBDD to reschedule.

E.S. Weiant meetings and operations

- A hybrid format may be used for some meetings — meaning some participants will attend in person and some will attend by phone or Zoom.
- If meeting participants are experiencing any COVID-like symptoms leading up to the meeting, we ask that they contact LCBDD to reschedule.
- As things change, communication to staff, agencies, individuals, families and the community will be distributed via email, social media and our website.
- Leadership Team will refer to our Pandemic Plan for guidance, as needed.
- We are monitoring information from the Governor, Ohio Department of Health and the Licking County Health Department. All new information will be compared to our current COOP and if necessary, changes will be promptly made and communicated.

- Leadership Team will meet (via Zoom Video conference) on Mondays and Thursdays to provide updates.
- LCBDD Board meetings will be held in a hybrid format until further notice. Information for public participation will be available on lcountydd.org.

Staff

- Staff members should not come to the office if they are not feeling well, have symptoms such as fever, cough or shortness of breath or have reason to believe they have been in contact with someone with COVID-19.
- Employees are encouraged to use hand sanitizer, which is available in several locations, and frequently wash their hands with soap and water.
- Desks, phones and keyboards should be wiped down with a sanitizing wipe before leaving for the day. Staff should not sit at other staff members' desks, nor touch their phones or computers. Staff are required to wipe down all tables and chairs in meeting rooms after using one.
- Conference/meetings rooms should be reserved in advance. Once finished, staff is required to wipe down all tables, chairs and door handles with sanitizing wipes. Meeting spaces and common areas will be cleaned, with additional cleaning being done after a meeting has been held.
- If staff cannot fulfill their work responsibilities due to being ill or having a family-member who is ill they may take PTO, vacation or sick time.

Providers

- We would like to acknowledge the hard work and dedication of our providers and their willingness to work together during this difficult situation. They are making challenging choices to keep people safe.
- We have established a dedicated webpage for providers that will be continuously updated with information. Please visit lcountydd.org/covid-19-for-our-providers/.
- LCBDD's Provider and Transition Supports department is working with providers to offer support and will be checking in with them on a regular basis.

In summary, the most important thing for us to always remember is this is a pandemic and we learn and receive new directions regularly. We must work together to do our job, provide the necessary support for the people we serve and their families, and care for ourselves and our loved-ones. It is tough to balance all of this, but we can do it. As we continue to partner together with our providers, families and staff, we will overcome this situation.